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DD/S 68-1896

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Staffing for the Retirement Counseling and Placement Program

1. This memorandum submits two recommendations for your approval; these recommendations are contained in paragraph 2.

2. On 27 February 1967 the Executive Director-Comptroller approved in principle the assignment to the Office of Personnel officers of appropriate stature and qualifications to further develop and expand our Retirement Counseling and Placement Program. In a covering memorandum forwarding his approval the Executive Director-Comptroller concluded with the statement "the time for action is long overdue."

3. Shortly thereafter, as a result of negotiations with representatives of the various Directorates, the following senior personnel from the Directorates were detailed to the Office of Personnel to get on with the job:

Clandestine Services
(assigned to Office of the Director)

Clandestine Services

Science & Technology Directorate

Science & Technology Directorate

Intelligence Directorate

Intelligence Directorate

Support Services

4. Although attempts were made to obtain additional positions in the Office of Personnel to support this expanded program, restrictions imposed on the Agency resulted in only one additional ceiling position being

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authorized for the Office of Personnel in Fiscal Year 1968 and two in Fiscal Year 1969. The Fiscal Year 1968 position was allocated to the Retirement Counseling Branch, but the two positions in Fiscal Year 1969 must be used in the Technical Branch of the Retirement Division to cope with the overwhelming workload imposed on this Branch as a result of the full implementation of the Central Intelligence Agency Retirement and Disability System (CIARDS).

5. In Fiscal Year 1970 all programmed ceiling increases (8 positions) for the Office of Personnel will be required to further bolster the Technical Branch, Retirement Division. It was our intention to defer action on establishing positions in the Counseling and External Employment Assistance Branches until the development period had ended and we had a clearer picture of the permanent staff required to support a going program. Further, it was my hope that we could continue to rely on senior detailees, charged to their parent Directorates, to perform the tasks of developing and operating this important activity.

6. It now appears that the Directorates are anxious for the Office of Personnel to accept these detailees for assignment to Office of Personnel positions in Fiscal Year 1969. It is understandable that each Directorate wants to reduce the number of employees charged against its ceiling and it is important, I believe, to stabilize this activity as soon as possible. The BALPA exercise, following as it did already severe ceiling restrictions, has placed great emphasis on our Retirement Program. Sound counseling and a successful external employment assistance program can go a long way towards encouraging early retirement. There is already a clear indication of some success in this effort.

7. The addition of four positions for professional Employee Relations Officers (Retirement Counselors) will provide a structure within the Retirement Division that will, in my opinion, be adequate to operate an established counseling and employment assistance activity for some time to come. If these positions are provided for the Office of Personnel, I would then be prepared to accept five of the present detailees [redacted] for assignment to the Office of Personnel, one against an existing position and four against the new positions. Messrs. [redacted] (1969), [redacted] (1971) would be retained with their present career designations, until their planned retirement dates as indicated above. [redacted] would continue to serve as a detailee until the development and expansion period is ended (about 1 July 1969), at which time he would transfer back to the Clandestine Services. It has been agreed with the appropriate Directorates that [redacted] will continue to be carried on their Directorate staffing complement while serving as detailees

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to the Office of Personnel. [] plans to retire in March 1970, and [] will remain through the development period unless required at an earlier date by his Directorate.

8. To summarize, we have seven senior officers on detail to the Retirement Counseling and External Employment Assistance Branches. Although we require the services of all seven during the development period, we believe only five will be required to staff an established activity. We have a position to accommodate one officer and therefore need four additional ceiling positions. The other two officers will continue to serve as detailees until the activity is fully established.

9. It is therefore recommended that you approve the above course of action and provide four ceiling positions for this purpose in Fiscal Year 1968, if possible, or at the beginning of Fiscal Year 1969.

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Robert M. Wattles
Director of Personnel

CONCUR:

SIGNED R. L. BARNETT

Deputy Director for Support

30 APRIL 1968
Date

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Deputy Director for Science and Technology

13 May 68
Date

See attached memo
Deputy Director for Intelligence

Date

/s/ Thomas H. KENNEDY

Deputy Director for Plans

12 APR 1968

Date

The recommendations contained in paragraph 9 are approved.

See memo dtd 22 May to D/Pers from EDC
L. K. White
Executive Director-Comptroller

Date

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